

DTL-8LD-1 Custom User Guide



Placing Outside Calls



Outside Calls

- 1. Lift the handset or Press Speaker Key
- 2. Dial 9
- 3. Dial the telephone number.
- 4. If prompted to enter an account code press * xxx * where xxx is the account code.
- 4. Converse.

If you hear "all lines are busy for callback dial pound"

- 1. Press # and Hang-up
- 2. When a line becomes free your phone will ring
- 3. Lift the handset and dial the telephone number

If outside number is busy use Repeat Redial or Saved Number Dial

- To activate Repeat Redial Press Rpt softkey and Hang-Up. Your call will automatically redialed 3 times (60seconds between attempts) OR
- 2. To save the dialed number Press **Save** softkey. Note only one number can be saved at a time, the previous saved number will be overwritten.

While on an outside call, Press Mic Key to mute your conversation. When Mic key is off the outside caller cannot hear you.

To Adjust Volume of Call

While on a call:

1) Press the top (Volume Up) and bottom (Volume Down) Curser keys $\,$



To Call a Saved Number

- 1. Lift Handset
- 2. Press softkey
- 3. Press Save softkey

Last Number Redial

- 1. Without lifting the handset press the left Curser key labeled **Redial**, the last dialed number is displayed.
- 2. To call the displayed number Lift Handset or press Speaker key **OR**

To search for the desired number from the redial list, scroll using the top (Volume Up) and bottom (Volume Down) Curser keys

3. Lift Handset or press Speaker key to place the call



Answering and Holding Calls



To Answer incoming call ringing your phone

- 1. Lift Handset or Press Speaker key
- 2. Converse
- 3. Notice Green LED on **CAP** key (Call Appearance)

To Answer 2nd incoming call while you are already on phone

- Press Answer key
 (Original call is placed on hold)
- 2. Converse with second call

To Answer incoming call ringing Co-Workers Phone (manual)

- 1. Lift Handset or Press Speaker key
- 2. Dial ** plus your Co-Workers Extension
- 3. Converse



Personal Hold

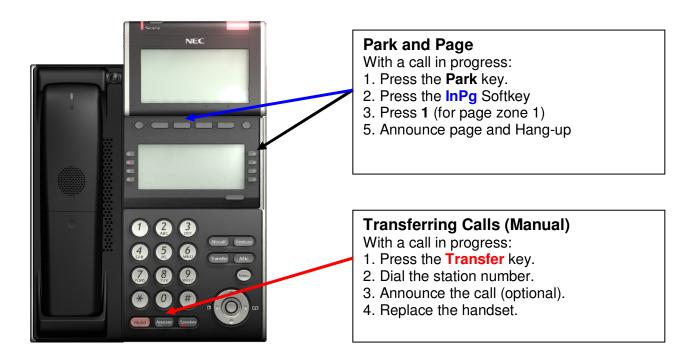
With a call in progress:

- 1. Press the Hold key and Hang-up
- 2. Notice Green LED Flashing on CAP Key
- To Pick call up from hold press flashing CAP key



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Park and Page plus Call Transfer



Retrieve Call from Park

- 1. Lift Handset
- 2. Press Park Key
- 3. Converse

or

- 2. Press the Park P.U. softkey.
- 3. Dial 2 digit park Zone (01-64)
- 3. Converse

